

**YAKAMA NATION HUMAN RESOURCES DEPARTMENT
JOB ANNOUNCEMENT**



Announcement # 2013-049 **Issue Date:** 04-19-13 **Closing Date:** 05-09-13

Public Defender
Office of the Public Defenders
Justice Services Department
Hourly Wage: \$33.37/Full-Time/Regular

Incumbent provides professional legal assistance to represent clients in tribal, state, and federal court systems. As Appointed by the Court(s), serves as Guardian Ad litem in matters involving tribal members deemed incompetent, adult or minor. May be appointed to represent person(s) who are placed in protective custody. Representation includes all stages of a criminal proceeding, from arraignment through disposition. Is responsible for administrative management of the Program; establishes goals & objectives, budgets, reports, staff supervision and development. Participates in meetings or projects relative to the Yakama tribal justice system. Work includes legal research, evaluation of legal issues, and implementation of court practices and procedures.

Knowledge, Skills and Abilities:

- Knowledge of standard court procedures, rules of evidence, and application of legal principles relative to practicing law.
- Knowledge of tribal, federal, and state laws and regulations.
- Knowledge of the Revised Law & Order Code of the Yakama Nation.
- Knowledge of tribal court procedures and rules of evidence.
- Knowledge of Yakama Nation administrative manuals.
- Knowledge of tribal governmental operations.
- Knowledge of administrative office management.
- Knowledge of management principles, practices, and procedures.
- Knowledge of basic accounting principles and practices.
- Skill in communications, both oral and written.
- Ability to interpret and understand Constitutional provisions, statutes, regulations, case law, and precedents.
- Ability to analyze facts, evidence, and precedents to arrive at logical decisions.
- Ability to set forth findings of fact and decisions, in written form.
- Ability to prepare legal documents and records.
- Ability to communicate effectively in oral presentations and in written documents.
- Ability to gain and maintain confidence of clients and professional staff of the court(s) and other legal systems involved.
- Ability to work under stress; handle hostile situations; and sensitive information.
- Ability to be culturally sensitive to traditions and customs of the Yakama Nation.

General Recruiting Indicators:

- Requires a graduation from an accredited school of law with a Juris Doctor (JD) degree AND 6-months of professional experience in legal work.

Necessary Special Requirements:

- Required to pass a criminal background check.
- Must be a member of the WA or Oregon State Bar Association at own expense.
- Admission to practice law in WA State, Oregon State and federal courts.
- Admission to practice law in Tribal Court(s) upon hire and administered oath.
- Must not have any felony convictions or extensive misdemeanor record.
- Must possess a valid WA State Driver's license and be insurable under YN guidelines.
- Required to pass a pre-employment drug and alcohol test.